

Title 132N WAC
COMMUNITY COLLEGES--CLARK
COLLEGE

Chapters

- 132N-128 Faculty tenure.
- 132N-144 Rental regulations.
- 132N-156 Parking and traffic regulations.

Chapter 132N-128 WAC
FACULTY TENURE

WAC

132N-128-030 Selection of the Tenure Review Committee.

WAC 132N-128-030 Selection of the Tenure Review Committee. (1) A Tenure Review Committee shall be established for each probationer. The committee shall be responsible for the probationer until he is either granted tenure or is no longer employed at Clark College.

(2) The president of the college shall appoint an administrator to assume the ongoing overall responsibility for coordinating the activities of the tenure review process and assuring that tenure review committees are formed and that they fulfill their duties. Each Tenure Review Committee shall have its first organizational meeting no later than six weeks after the day that the probationer has begun his/her faculty duties, providing, however, that if he/she begins his/her duties in the summer quarter, this process is to begin no later than six weeks after the beginning of the fall quarter.

(3) Each Tenure Review Committee shall be composed of five members. There shall be automatic appointment by the college president of the probationer's division chairperson or, in the absence of a division, of the department chairperson. In cases where there is an official program director, the program director will replace the division chairperson. This position will be designated Position #1, and will constitute the administrative staff's representation on the committee. Positions #2, #3, and #4 shall consist of tenured faculty members. The faculty members selected for Positions #2 and #3 shall be the same for all Tenure Review Committees initiated that year to a limit of three committees, and they will serve on those committees for the full period necessary for each committee to discharge its duties. One shall be an "academic" instructor; the other shall be from the vocational area. Each year the president of the faculty negotiating body shall nominate a candidate for each position, then call an all-faculty meeting at which additional candidates may be nominated. A vote shall be taken at that meeting and the nominee receiving a majority vote for each position shall be elected. If no candidate for a particular position receives a majority vote, a run-off election shall be held within ten calendar days between the two candidates receiving the largest number of votes. Position #4 shall be

filled with a tenured faculty member elected by the faculty acting in a body after the association has solicited and considered the probationer's counsel relative to the candidate or candidates for that position. Position #5 shall be filled by a full-time student selected by the Council of Representatives of the Associated Students of Clark College. Each review committee shall choose its own chairperson, adopt bylaws for its operation, and shall meet at least once each quarter at the call of the chairperson.

(4) If a vacancy exists upon the Review Committee, as determined by the committee's bylaws, prior to the expiration of any such appointment, an administrative member, a faculty member, or student member, as appropriate, will be chosen pursuant to subsection (3) above to fill the unexpired term of the absent member of such review committee. [Statutory Authority: Chapters 28B.50 and 28B.10 RCW. 78-10-068 (Order 78-01, Resolution 78-01), § 132N-128-030, filed 9/27/78; Order 76-3, § 132N-128-030, filed 2/18/77; Order 74-6, § 132N-128-030, filed 5/23/74.]

Chapter 132N-144 WAC
RENTAL REGULATIONS

WAC

132N-144-010 Board policy statement—Rental regulations (campus facilities).

132N-144-020 Administrative procedures—Rental regulations (campus facilities).

WAC 132N-144-010 Board policy statement—Rental regulations (campus facilities). Clark College is committed to providing quality educational and cultural services to the people of its district. On this basis, campus facilities are made available for use by organizations conducting educational, cultural, civic or community activities. College related activities of public educational, cultural or community service nature shall be given first priority consideration for the use of college facilities. Exemptions to the rental fee must be authorized by the president, or designee, if deemed to be in the best interests of Clark College, its faculty, staff or students.

College facilities may not be used for religious worship, exercise, or instruction (Washington state Constitution, Article 1, section 2). College facilities may not be used in ways which interfere with the college's teaching, research, public service or support programs or interfere with the flow of pedestrian or vehicular traffic.

The college reserves the right to deny any application or to revoke any permit at any time if actions resulting from such application or permission constitute unlawful activity or, if in the judgment of the administration, present imminent danger of unlawful activity or, if a prospective user has previously violated the provisions of the Clark College User's Handbook, other written rules or regulations of Clark College, or if activities which, in the judgment of the president or designee conflict with, directly compete with, or are incompatible with the programs or mission of the college. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-044 (Order

79-03, Resolution 79-03), § 132N-144-010, filed 10/15/79; Order 77-3-b, § 132N-144-010, filed 8/29/77.]

WAC 132N-144-020 Administrative procedures--Rental regulations (campus facilities). (1) Arrangements and conditions. Outside groups making arrangements to reserve facilities are to make them with the Student Programs Office, Gaiser Hall. Outside groups using campus facilities on weekends and school holidays must pay custodial services and appropriate rental charges for a minimum of four hours. The only exception will be when a faculty member or administrator is designated as the person responsible for damage or theft of equipment and/or facilities and no special clean-up or set-up services are required.

If special clean-up and/or set-up services are required, the outside group will be billed for extra custodial services.

The contractee shall accept full responsibility for liability claims of personal injury or personal theft, and shall be responsible to the college for any destruction, mutilation, theft or damage to college property. Every contract for the use of campus facilities shall contain a provision recognizing acceptance of responsibility.

The outside groups must name one person to be responsible for any theft or damage to equipment and/or facilities.

All reservation commitments will not be final until approved by the Director of Financial Aid/Student Programs or designee.

Financial negotiations with regard to custodial expense and rental expense are the responsibility of the Director of Financial Aid/Student Programs or designee.

Under normal circumstances, the college is obliged to charge a basic rental fee plus any "out-of-pocket" costs. However, related college groups may be allowed the use of facilities without charge at the discretion of college officials, provided the college is not liable for, or incurs any additional expense or liability by reason of said use. Under most circumstances any group, including college related groups (except student clubs or organizations) using facilities for fund raising activities will be required to pay the minimum rental fee.

(2) Food service. All food service shall be arranged with the Foods Program Coordinator. In providing food service for any outside organization, the college will not compete with regular commercial enterprises able to provide such services.

(3) Supervision. A custodian or other authorized representative of the college must be on duty when facilities are being used by any organization. The student programs office is responsible for supervising all school events; club advisors are responsible for supervising club events; and a faculty or staff member is responsible for supervising or providing acceptable supervision of meetings or events which he or she has scheduled. Ordinarily,

faculty or staff members are responsible for the supervision of meetings or events sponsored by groups or organizations of which they are members and/or active supporters.

The college may hire one of its faculty or staff members to supervise a meeting or event not otherwise described in this subsection. The charge for such services will be added to the facilities use contract, along with the basic rental fee and "out-of-pocket" costs.

(4) Rental fee schedule. The fee schedule for rental of available college space shall be available in the Student Center Office.

Rental rates for college organizations may differ from those charged for noncollege organizations and for usage which involves fund raising either through solicitation of donations or by admissions charge. The fee schedule shall be established by the Board of Trustees. The college reserves the right to change the rates without notice, provided that such changes shall also be available in the Student Center Office.

These basic rental rates shall cover utilities except for off-period heating costs.

The Director of Financial Aid/Student Programs or designee will normally require a signed contractual agreement.

Exceptions to the procedures in this section may be made by the president or designee. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-044 (Order 79-03, Resolution 79-03), § 132N-144-020, filed 10/15/79; Order 77-3-b, § 132N-144-020, filed 8/29/77.]

Chapter 132N-156 WAC PARKING AND TRAFFIC REGULATIONS

WAC

- 132N-156-020 Repealed.
- 132N-156-030 Purpose.
- 132N-156-040 Authority.
- 132N-156-050 Liability of Clark College.
- 132N-156-060 Regulatory signs and directions.
- 132N-156-070 Pedestrian right of way.
- 132N-156-080 Speed limitations.
- 132N-156-090 Allocation of parking spaces.
- 132N-156-100 Permit parking on campus.
- 132N-156-110 Designated and assigned parking.
- 132N-156-120 Parking within designated areas.
- 132N-156-130 Special circumstances.
- 132N-156-140 Exemptions from permit requirements.
- 132N-156-150 Motorcycle and scooter parking.
- 132N-156-160 Prohibitions.
- 132N-156-170 Impounding of disabled/abandoned vehicles.
- 132N-156-180 Enforcement.
- 132N-156-190 Appeals.
- 132N-156-200 Unpaid fines.
- 132N-156-210 Revocations.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132N-156-020 Administrative procedures—Parking and traffic regulations. [Order 77-3c, § 132N-156-020, filed 8/29/77.] Repealed by 79-11-042 (Order 79-01, Resolution 79-01), filed 10/15/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW.

WAC 132N-156-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 132N-156-030 Purpose. The traffic and parking regulations contained in this chapter provide a fair and uniform method of regulating campus vehicular and pedestrian traffic, and are based on the following objectives:

- (1) To protect and control pedestrian and vehicular traffic;
- (2) To assure access at all times for emergency equipment;
- (3) To minimize traffic disturbance during class hours;
- (4) To facilitate the work of the college by assuring access to institutional vehicles and by assigning the limited parking space for the most efficient use. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-030, filed 10/15/79.]

WAC 132N-156-040 Authority. The traffic and parking regulations contained within are authorized by the Board of Trustees of Community College District 14, and the enforcement of the traffic and parking regulations is the responsibility of the security department. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-040, filed 10/15/79.]

WAC 132N-156-050 Liability of Clark College. The college assumes no liability for vehicles parking on Clark College properties. A license is created by the issuance of a parking permit. The college may, at its discretion, have the right to cancel and terminate such license immediately and with reasonable notice upon discovery of violations of terms, conditions, or provisions of the rules and regulations provided in this chapter. Should such violations occur, the college, at its discretion, will have the right to deny any future requests by the applicant. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-050, filed 10/15/79.]

WAC 132N-156-060 Regulatory signs and directions. Drivers of vehicles shall obey regulatory signs at all times and shall comply with directions given by college security officers in the control and regulation of traffic and parking. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-060, filed 10/15/79.]

WAC 132N-156-070 Pedestrian right of way. (1) The operator of a vehicle shall yield the right of way, slowing down or stopping if need be, to so yield to any pedestrian crossing any street, roadway, firelane, or pathway with or without a crosswalk.

(2) Whenever any vehicle is stopped at a marked crosswalk, unmarked crosswalk, intersection or any other place in order to permit a pedestrian to cross the roadway, the operator of any other vehicle approaching from

the rear shall not overtake and pass a yielding vehicle. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-070, filed 10/15/79.]

WAC 132N-156-080 Speed limitations. No vehicle shall be operated on the campus in excess of ten miles per hour. When safety circumstances dictate, a speed less than ten miles per hour should be maintained. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-080, filed 10/15/79.]

WAC 132N-156-090 Allocation of parking spaces. The parking spaces available on campus shall be assigned by the Security Advisory Committee in such a manner as will best obtain the objectives of these regulations. The Director of Security, or designee, is authorized to mark various parking areas on the campus with numbers or titles or by the posting of signs or curb markings in those areas. Students, staff, and faculty may obtain daytime or evening parking on campus as follows:

- (1) Student daytime parking is limited to areas designated as open parking;
- (2) Staff/faculty daytime parking is limited to areas so designated;
- (3) Open parking begins after 5:00 p.m. for students, staff, and faculty and is available in all designated parking areas with the exception of Handicapped, Visitors, and College Motor Pool parking lots. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-090, filed 10/15/79.]

WAC 132N-156-100 Permit parking on campus. Permission to park on the Clark College campus will be evidenced by the display of a valid permit issued by the Clark College Security Department.

- (1) A valid permit is:
 - (a) A current vehicle permit properly displayed in accordance with permit instructions;
 - (b) A temporary permit authorized by the security department and displayed in accordance with instructions shown on the permit.
- (2) Parking permits are not transferable.
- (3) The college reserves the right to deny any application, or to revoke any permit at any time, if actions resulting from such application or permission constitute unlawful activity or, if in the judgment of the administration, present imminent danger of unlawful activity, or if a prospective user has previously violated the provisions of the Clark College Parking Policy or other written rules or regulations of Clark College. All outstanding campus parking violations must be settled before a parking permit will be issued or renewed. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-100, filed 10/15/79.]

WAC 132N-156-110 Designated and assigned parking. (1) Vehicles shall be parked on the campus only in those areas set aside and designated as parking areas.

(2) In any area requiring a special parking permit, no vehicle shall park there without said permit. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-110, filed 10/15/79.]

WAC 132N-156-120 Parking within designated areas. No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require a vehicle attempting to park to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-120, filed 10/15/79.]

WAC 132N-156-130 Special circumstances. During special occasions causing additional heavy traffic and during emergencies, the security department is authorized to impose additional traffic and parking regulations and instructions in order to lessen the chance of personal injury or property damage. Whenever possible, prior notice of these regulations or restriction changes shall be made known and posted. This authorization is of a temporary nature and should only last as long as the situation continues, but not in excess of thirty days. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-130, filed 10/15/79.]

WAC 132N-156-140 Exemptions from permit requirements. The college may allow visitors without permits to drive through the campus without parking. Permission may be denied when pedestrian and/or vehicular congestion is above normal, or when the campus is closed. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-140, filed 10/15/79.]

WAC 132N-156-150 Motorcycle and scooter parking. (1) Motorcycles, motorized bicycles, and scooters are for the purpose of these regulations considered to be motor vehicles and are subject to all traffic and parking rules and regulations controlling other motor vehicles.

(2) Motorcycles, motorized bicycles, and scooters may be parked in designated areas in the North Lot. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-150, filed 10/15/79.]

WAC 132N-156-160 Prohibitions. No person shall stop or park any vehicle so as to obstruct traffic along or upon any street, firelane, or sidewalk. No vehicle shall be parked:

(1) At any place where official signs or curb markings prohibit parking.

(2) Within ten feet of a fire hydrant.

(3) At any place for which the vehicle does not have a valid permit.

No vehicle shall drive intra-campus without a special permit issued by the security department. Restrictions governing the use of intra-campus permits shall be included on the face of the permit. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-160, filed 10/15/79.]

WAC 132N-156-170 Impounding of disabled/abandoned vehicles. Any abandoned vehicle not removed within five calendar days will be towed away and impounded. Officers are provided with a camera and shall obtain pictorial evidence before towing and impounding such a vehicle. In addition, before any vehicle is towed, the Director of Security will send a registered letter notifying the registered legal owner. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-170, filed 10/15/79.]

WAC 132N-156-180 Enforcement. The Board of Trustees of Clark College, or designee, shall set and approve fair and uniform fines for parking violations and shall provide adequate means for the enforcement and/or collection of such a fine policy.

If a violation of the traffic and parking rules and regulations is committed on the Clark College campus, the security department is authorized to notify the violator and issue citations as follows:

(1) The first violation shall be cited by use of a violation sticker accompanied by a warning citation.

(2) The second and third violations shall be cited by use of a citation and the violator shall be fined.

(3) Any violation occurring after the third citation may result in the violator's permit being revoked. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-180, filed 10/15/79.]

WAC 132N-156-190 Appeals. Students, faculty, and staff members who receive citations for violations of the traffic and parking rules and regulations may appeal to the Director of Security. If the situation is not resolved satisfactorily, students, faculty, and staff members may appeal in writing to the Security Advisory Committee through the Dean of Students. Appeals must be submitted and received without posting of fine within seven days after date of citation. The Security Advisory Committee meets once a month while the college is in session. The Security Advisory Committee shall consider each appeal on its merits and shall make written notification of each decision of the committee to the appellant and the security department. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-190, filed 10/15/79.]

WAC 132N-156-200 Unpaid fines. (1) If any citation remains unpaid after fifteen days, a letter will be

sent to the violator stating that if the citation remains unpaid for an additional five days, any of the following actions may be taken by Clark College:

- (a) A hold may be placed on transcripts.
 - (b) A delay of registration for the following quarter.
 - (c) Revocation of the permit(s).
- (2) If a violator has three unpaid citations, a letter will be sent notifying the violator of the unpaid citations and that his/her vehicle will be impounded and held until all outstanding fines are paid.

(3) These procedures will be applicable to all students, faculty, and staff members receiving citations for violations of these regulations. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-200, filed 10/15/79.]

WAC 132N-156-210 Revocations. Permits are licenses and the property of the college and may be recalled for any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists.
- (2) When a permit is used on an unregistered vehicle or by an unauthorized individual.
- (3) Falsification on a parking permit application.
- (4) Continued violations of parking regulations.
- (5) Counterfeiting or altering of permits.
- (6) Failure to comply with a final decision of the Director of Security/Security Advisory Committee.

Appeals of permit revocations may be made to the Security Advisory Committee. Appeals must be filed within seven days of revocation. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-11-042 (Order 79-01, Resolution 79-01), § 132N-156-210, filed 10/15/79.]

Title 132P WAC COMMUNITY COLLEGES--YAKIMA VALLEY COLLEGE

Chapter

132P-104 Board of trustees--Bylaws.

Chapter 132P-104 WAC BOARD OF TRUSTEES--BYLAWS

WAC

132P-104-011 Meetings.
132P-104-020 Order of agenda.

WAC 132P-104-011 Meetings. (1) The Board of Trustees shall hold regular monthly meetings, unless dispensed with by the Board of Trustees, and such other regular or special meetings as may be requested by the Chairman of the Board or by a majority of the members of the board.

(2) All regular meetings of the Board of Trustees shall be on the first Wednesday of each month commencing at 4:00 p.m. in the College Board Room, located at 16th & Nob Hill Boulevard, Yakima, Washington[.] Notice of such regular meetings and their proposed agendas shall be publicly announced at least four days prior to the meeting. All regular meetings shall be open to the public, except as provided for in RCW 42.30.110 regarding executive sessions.

(3) Special meetings shall be publicly announced at least twenty-four hours prior to the meeting time in accordance with RCW 42.30.080 and shall be open to the public.

(4) Study sessions may be held prior to the regular or special meetings of the Board of Trustees and shall constitute special meetings of the Board of Trustees and shall be announced in accordance with RCW 42.30.080 and shall be open to the public.

(5) No official business shall be acted upon by the Board of Trustees except during a regular or special meeting held at a preannounced time and place.

(6) Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to trustees prior to each meeting. Any matter of business or correspondence must be received by the Secretary of the Board by 12:00 noon four days before the meeting in order to be included on the agenda. The chairman and secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in their judgment the matter is of an emergency nature.

(7) All materials to be considered by the board must be submitted in sufficient quantities to provide each member of the board and the secretary with appropriate copies.

(8) The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken other than the purpose or purposes for which the special meeting was called. [Statutory Authority: RCW 28B.50.070. 78-05-012 (Resolution 78-13), § 132P-104-011, filed 4/11/78; Order 77-2, § 132P-104-011, filed 11/1/77; Order 74-1, § 132P-104-011, filed 6/7/74; Order 72-1, § 132P-104-011, filed 12/7/72. Formerly WAC 132P-04-020.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132P-104-020 Order of agenda. (1) The order of the agenda governing all regular meetings of the Board of Trustees shall be as follows:

- (a) Roll call
- (b) Approval of previous minutes
- (c) Correspondence
- (d) Reports to the board
- (e) Recommendation for action of the board
- (f) New business
- (g) Unscheduled business
- (h) Adjournment